

# **COLEMAN INTERMEDIATE SCHOOL**

## **PARENTAL INVOLVEMENT PLAN**

**2013-2014**

### **Mission Statement**

**The mission of the faculty, staff, parents, and community at Coleman Intermediate School is to educate students to become productive members of society by increasing achievement levels in all subject areas in a safe and healthy environment**

**Submitted by  
Parental Involvement Committee  
School Year  
2013-2014**

**Coleman Intermediate School  
Parent Involvement Plan  
2013-2014**

The faculty and staff of Coleman Intermediate School recognizes that a child's education is a responsibility shared by the school and family during the entire time the child spends in school. We further recognize that to ensure that all students receive their education, schools and parent must work together as knowledgeable partners, and integral components of a school's ability to successfully educate its children. This plan, in accordance with ACT 307 of 2007 (amended ACT 603 of 2003), ACT 397 of 2009, and Title I, Part A, Section 1118 will foster and promote parental involvement to accomplish the mission and goals of Coleman Intermediate School. Parents, and faculty, and administrators were involved in the development of this policy, and the process of review and improvement will be realized through the following types of involvement activities:

- Parental involvement group meetings
- Conducting parent surveys
- Consultation
- Frequently scheduled parent meetings
- Conferences
- School improvement meetings

**Goal 1: Coleman Intermediate School Parental Involvement Plan will foster effective parental involvement strategies and support partnerships among the school, parents, and community to improve student achievement with the following strategies:**

- Develop and disseminate Coleman Intermediate Parental Involvement Informational Packets
- Conduct Parental Involvement Meetings
- Conduct a survey of parents who wish to volunteer in the school and prepare a "Volunteer Resource Book" with the findings
- Will include the school's process for resolving parental concerns in the Parental Involvement Informational Packet
- Will encourage the formation and on-going activities of the Coleman PTO
- Will assign the certified school library media specialist to serve as the Parent Facilitator
- Will conduct two Parent/Teacher conferences
- Will provide instruction to parents, via the web and take-home papers, ways to incorporate developmentally appropriate learning activities in the home environment, assistance in preparing nutritional meals, and use of Department of Education website.
- Will engage in other activities and programs sponsored by the school, that will help parents to assist his/her child to raise their achievement levels in education.
- Coleman will partner with other agencies to provide programs such as SHOT Program, Fire Safety, Career Day and other programs to enhance student achievement

**Goal 2: Coleman Intermediate School will include a Parent Compact in the Parental Involvement Packet and the Student Handbook that is designed to ensure the following requirements for building capacity for parental involvement:**

- Provide assistance to parents in understanding content standards, and academic assessments and how to monitor their child's progress, via Edline, Renaissance Place, Parent Newsletter and letters sent home to parents,

- Provide materials and training to help parents work with their children to improve academic achievement, via Literacy Night, and Math Night, and assist parents in accessing information by use of the computer on Technology Night. A monthly parent newsletter will be sent home to parents to inform them of the activities of the classroom, school, and district.
- The Coleman Intermediate School Parent Center will circulate developmentally appropriate books, pamphlets, videos, and other media to parents and guardians, to assist them in their endeavor to provide support for their child's learning.
- Educate teachers, principals, and other staff in the importance of effective communication, value, and utility of contributions of parents to include the two (2) hour parental involvement professional development hours;
- Coordinate and integrate parent involvement programs and activities, with other parents such as Boys and Girls Club, Community Parent Centers and including but not limited to, Literacy Night, Family Science Night, and Benchmark Assessment Night;
- Ensure that information related to school and parent programs is sent to parents to the extent practical in a language parents can understand, and
- Provide other reasonable support for parental involvement activities as parents may request to include materials, supplies and access to computers in the Parent Center located in the school library media center.

**Goal 3: Coleman Intermediate School will create a climate that is designed to welcome and enhance parental participation. To welcome parents, we will:**

- Establish school policies that will promote the parent visits. While the educational process cannot be interrupted, we will encourage parents to visit during school activities. Safety of our children will always be the number one priority. Parents will be asked to register in the principal's office when they enter the building.
- Publish a volunteer resource book. This resource book will be compiled from parent surveys indicating the parent interest and willingness to volunteer on campus. School needs will be matched with parent interest. Flexibility in time assignments will be a major component of placing volunteers in classrooms and offices. Parents must attend the volunteer training session to be able to interact with students on a one-to-one basis.
- Parents will be given the opportunity to engage in the decision-making processes regarding Coleman's Title I, Part A program and the Arkansas Comprehensive School Improvement Plan (ACSIP).
- Distribute and publish statements attesting to the school's commitment to parental involvement.
- Other activities: The school will engage parents in the following types of roles and activities to increase their involvement in support of student learning:
  1. Holiday lunch with parent
  2. Awards Day presentations
  3. Classroom parties
  4. Curricula and extra-curricular committees

**Goal 4: The school will engage parents in an evaluation of parental involvement efforts.**

- The school will maintain and record volunteer hours
- The school will conduct an annual review of the effectiveness of the parental involvement plan during the last nine weeks.
- The school will monitor parental involvement practices through the following:
  1. Sign-in sheets

2. **Surveys**
  3. **Documented Information from teacher/parent contacts**
  4. **Acknowledgement of returned forms**
- **The school will meet Title I, Part A requirements for parental involvement evaluation by performing a survey at the beginning of the year and at the end of the year. The results of these two surveys will be used to:**
    1. **Determine the effectiveness of the parental involvement plan**
    2. **Determine the specific needs of parents**
    3. **Document the growth of parental participation in attendance at workshops, parent-teacher conferences, and other meetings**

**The Coleman Intermediate School Parental Involvement Plan will be on file with the Department of Education as a part of the Coleman Arkansas Comprehensive School Improvement Plan (ACSIP), and will be posted on the school's website.**

## COLEMAN SCHOOL-PARENT COMPACT

The Coleman Intermediate School of the Watson Chapel School District and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the school year 2013-2014.

### REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

#### School Responsibilities

The Coleman Intermediate School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows: the school will provide a high-quality curriculum and instruction that assist students to meet proficient and above goals for math and literacy,
2. Hold parent-teacher conferences twice a year during which this compact will be discussed as it relates to the individual child's achievement. Those conferences will be held on October 22, 2013 and March 13, 2014.
3. Provide parents with frequent reports on their children's progress during each nine-week period. Parents may also view their student's reports by use of Edline.
  1. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents during teacher conference periods, before school and after school.
  2. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, such as class parties, class reports, book talks, etc.

The Coleman Intermediate School will:

- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
- Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as morning or evening, so that as many parents of children participating in Title I, Part A programs (participating students), and will be encouraged to attend.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon request of parents with disabilities, and to the extent practicable, in a language that parents can understand.

- Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any suggestions as soon as practicably possible.
- Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts, and reading
- Provide each parent timely notice when their child has been assigned or has been taught for four(4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed Reg. 71710, December 2, 2002)

**Parent Responsibilities**

We, as parents, will support our children’s learning in the following ways:

- Monitor attendance
- Make sure that homework is completed
- Monitor the amount of television the children watches
- Volunteer in my child’s classroom
- Participate, as appropriate, in decisions relating to my children’s education
- Promote positive use of my child’s extracurricular time
- Stay informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serve, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.

**Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will support the school’s goal of high academic achievement by doing the following:

- Do my homework every day and ask for help when I need assistance
- Read at least 30 minutes every day outside of school time
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Teacher	Parent	Student
Date	Date	Date

# **COLEMAN INTERMEDIATE SCHOOL**

## **Procedures for Addressing Parental Concerns**

**Coleman Intermediate School is committed to open communication between school staff and parents. In order for Coleman, which is a Title I, Part A. school, to reach the goal of educating all students, we have provided these steps to assist parents, if and when a disagreement may arise. Disagreements need to be resolved in a timely fashion. The following procedures have been developed to handle complaints and/or concerns:**

- I. How to define the problem and whom to approach**
  - A. Gather all information related to the complaint and write a detailed letter explaining the concern.**
  - B. Fill out the complaint form. Remember, being as specific as possible will help us to resolve the issue.**
  - C. Send the complaint form to the principal's office, either by mail or hand-deliver.**
  
- II. Developing a Solution**
  - A. The principal will investigate and meet with the Parental Involvement Committee and prepare a response to the complaint**
  - B. As a fact-finding committee, the Parental Involvement Committee will meet, within three days of the receipt of the written complaint and**
    - 1. weigh and discuss the concerns**
    - 2. meet with participating individuals**
    - 3. discuss and prepare a report, presenting both majority and minority opinions**
    - 4. send a copy of concluding document to the principal**
  - C. The principal will set an appointment (usually within five days) with all the parties involved in order to resolve the issue.**
  - D. If the complaint cannot be solved at the building level, the principal will arrange a meeting with the assistant superintendent for instruction and concerned parties.**

**Please send written complaint to:**

**Dr. Ronnie Johnson  
4th / 5<sup>th</sup> Grade Principal  
Coleman Intermediate School  
4600 West 13<sup>th</sup> Street  
Pine Bluff, AR 71603**

**Annie Shaw  
4th / 6<sup>th</sup> Grade Principal  
Coleman Intermediate School  
4600 West 13<sup>th</sup> Street  
Pine Bluff, AR 71603**

**ATTN: PARENTAL CONCERN**

